

# Office of Environmental Information Business Information Systems

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## Statement of Objective

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## Table of Contents

<b>1. DESCRIPTION.....</b>	<b>2</b>
<b>2. BACKGROUND .....</b>	<b>2</b>
<b>3. PURPOSE/SCOPE .....</b>	<b>2</b>
<b>4. OBJECTIVE .....</b>	<b>2</b>
<b>5. OTHER PREFERRED ATTRIBUTES .....</b>	<b>5</b>
<b>6. REPORTING AND MEETINGS .....</b>	<b>6</b>
<b>7. USER TRAINING AND HELP DESK SUPPORT.....</b>	<b>8</b>
<b>8. TYPE OF CONTRACT .....</b>	<b>8</b>
<b>9. PERIOD OF PERFORMANCE .....</b>	<b>8</b>
<b>10. PLACE OF PERFORMANCE .....</b>	<b>8</b>
<b>11. CONTRACTOR RESPONSIBILITIES .....</b>	<b>8</b>
<b>12. CONTRACTOR QUALIFICATIONS .....</b>	<b>9</b>
<b>13. GOVERNMENT RESPONSIBILITIES.....</b>	<b>9</b>
<b>14. OTHER CONSIDERATIONS.....</b>	<b>9</b>
<b>15. SECTION 508 COMPLIANCE.....</b>	<b>9</b>
<b>16. ACRONYM LIST .....</b>	<b>10</b>

**1. DESCRIPTION**

The U.S. Environmental Protection Agency (EPA) has a requirement to procure a nationwide subscription to public and private business information and reports to support all EPA program offices.

This Statement Of Objectives (SOO) will require offerors to develop the Performance Work Statement (i.e. their solutions) which will be evaluated before contract award. This SOO will provide basic, top-level objectives and is provided in the Request for Proposal (RFP) in lieu of a government written Statement of Work or Performance Work Statement.

This SOO will provide offerors the flexibility to propose innovative alternatives to achieve the objectives. The EPA will evaluate the proposed solutions and determine which solution will provide the best value and needed information to the government.

**2. BACKGROUND**

The EPA has multiple programs that utilize business background information across the agency. Detailed information is needed on a wide range of public and private industrial facilities, businesses and other governmental entities (federal, state, municipal, tribal, etc.) and non-governmental institutions (such as hospitals, schools, fire stations, publicly owned facilities). In the past, the EPA has utilized such service as Hoovers, Dun and Bradstreet, Mergent and others. Currently, the EPA has been averaging approximately 2500 reports a year, with a vast majority of them being Business Backgrounds reports, with a smaller percentage of them being a more comprehensive report.

**3. PURPOSE/SCOPE**

The contractor shall provide an EPA wide subscription allowing agency authorized EPA personnel and EPA contractor support personnel access to view, print, email and/or save business information reports and self-guided training tutorials. The contractor shall be responsible for providing real-time reporting on businesses as outlined in section 4.0 of the SOO.

**4. OBJECTIVE**

This SOO provides the opportunity for vendors to provide their solution to the following objectives. The solution could be in the form of two separate modules such as a marketing information and financial information, or any other mix of modules, format, etc the vendor proposes. The purpose of the SOO is for the vendor to review the objectives laid out and provide their solutions that they feel will best meet the EPA objectives. Your solution may or may not meet all the objectives and the EPA will evaluate and determine the solution that best fits objectives.

The EPA seeks a contractor to provide nationwide access to business information, both marketing and financial to all EPA personnel and contractor support personnel that are EPA authorized users.

The objective of business information services to the EPA include the ability to use such information to, but not limited to:

- (1) appraise a company's financial strength,
- (2) determine an entity's location and ownership information,
- (3) determine how well a company has paid its bills over a specific period,
- (4) assess the timeliness of payments to creditors,
- (5) review key Financial Ratios to measure the financial health of a business (i.e., Return of Sales, Return on Net Worth, Current Ratio, Quick Ratio etc.),
- (6) determine any special events in the business (i.e. bankruptcies, ownership changes, disasters, etc.) and,
- (7) review other public filing information such as liens and court judgements.
- (8) other research regarding public and private organizations

*Required/Desired Features:*

**4.1 Targeting analysis.**

The ability to search information based on the following criteria in combination or exclusion:

- locale or geographic area – state(s), county(ies), city(ies), zip code(s), area code(s)
- number of employees
- annual sales volume
- location type ultimate parent, immediate parent, headquarters, subsidiaries, divisions, branch or single location business
- NAICS codes
- SIC codes
- Duns Number
- Metro Area
- Zip Code Radius
- company name
- physical address
- telephone number
- mailing address
- Latitude and longitude
- Company contact with title and contact information

4.1.1 The search results must be available immediately for easy viewing, saving, emailing downloading and printing in a standard format such as pdf, as well as easily exported in a standard format such as cvs so that the data can be imported seamlessly into spreadsheets including Microsoft Excel. The ability to save searches for future repeat search.

4.1.2 The ability to customize which data fields from the list above to export and in what order the results are provided is highly important.

4.1.2 The ability to view, save, email, print and download no less than 1,000 results at a time is necessary.

#### 4.2 Determination of current ownership of a specific address or location.

The ability to search by any one or more of the following data points is required:

- Individual(s)
- Business(es)
- Address
- Telephone number
- Parcel number

4.2.1 The search results must be available immediately for easy viewing, saving, emailing, downloading and printing in a standard format such as pdf, as well as easily exported in a standard format such as cvs so that the data can be imported seamlessly into spreadsheets including Microsoft Excel..

4.2.2 Search results should include:

- Name and contact information of owner(s) of the property - current and historical
- Residents or business(es) residing at the property – current and historical
- Additional businesses and properties connected with the owners of the property
- Descriptive information about the site – to include but not limited to tax assessment, deed and deed transfers, mortgage information, associated addresses, additional individuals connected to the property *enforce not case*

#### 4.3 Background information on a specific company for ability to pay, determination of liability

The ability to search by any one or more of the following data points is required:

- company name
- address
- telephone
- individual(s)
- parcel number

4.3.1 The search results must be available immediately for easy viewing, saving, emailing, downloading and printing in a standard format such as pdf.

4.3.2 The ability to customize which data fields are used in the report as well as the option to select from a number of predesigned report formats is required.

#### 4.4 A robust vendor product would include as many of the data points listed below as possible.

- Company Name
- Physical street address
- Postal address
- Telephone numbers
- Company name variations (including Tradestyle; DBA)
- Duns numbers or Unique Identifier

- Company ownership type (private, public, non-profit)
- Company status (showing ultimate parent, immediate parent, headquarters, subsidiaries, divisions, branch or single location business)
- Company affiliations (showing ultimate parent, immediate parent, headquarters, subsidiaries, divisions, branch or single location business)
- Number of employees (current location, and total)
- Total revenue – current and historical
- Net worth/net current assets - current and historical
- Annual sales - current and historical
- Liabilities- current and historical
- Concise narrative business description
- Business history – including but not limited to name changes, mergers and acquisitions
- Years in business
- Company contact with title and contact information
- Key management, top executives, corporate officers, with titles.
- Registered agents (name, address, phone number, email)
- Primary business by SIC code
- Primary business by NAICS code
- Any secondary business by SIC or NAICS code
- FEIN Number for business
- Company family tree (displayed graphically – showing ultimate parent, immediate parent, headquarters, subsidiaries, divisions, branch or single location business)
- Critical public filings (suits, judgments, liens, debts, bankruptcy, assets such as real property owned, property deeds)
- State of incorporation
- Latitude and longitude
- Legal status (Limited liability corporation – LLC, partnership, corporation, sole proprietorship, foreign corporation, etc.)
- Other businesses that may be associated with this company
- Links to recent news articles about the business
- U.S. Government Contracts held
- Grants awarded
- Fines or penalties that have been reported to Federal agencies

## **5. OTHER PREFERRED ATTRIBUTES**

5.1 Costs per report are based upon the content provided. Fields that are blank or have an entry such as “unknown”, “N/A” or something comparable do not count as content.

5.2 Indicator of what content is available.

Indicator of which data fields have actual content. Fields that are blank or have an entry such as “unknown”, “N/A” or something comparable do not count as content.. Providing this information for a minimal cost so that the agency may avoid incurring greater cost only to learn that the report provides very minimal useful content to the agency. Knowing this

upfront, especially regarding whether the report contains the company (1) net worth, (2) annual sales is valuable.

### 5.3 Date Indicator of accuracy and source of information.

This information would not be the date of data entry, it would be the date or point in time for a particular piece of information for which the data is accurate and as complete as possible.

For example:

- For specific core information (to be suggested within applicant's proposal), what is the verified date for that information being accurate and complete?
- For that date, what is the source of that piece of information?
- Was it provided by someone of authority designated by the company of interest?
- Was it collected from an external information source such as a legal filing?
- Was it collected or verified by an external information resource?
- Was it an estimated range?
- Was the specific information derived from using an industry-based algorithm or model?

5.4 The option to limit search results to one record per business location and remove duplicates. For example, so that a veterinarian business or an engineering firm would have one record rather than have multiple records for the same company at the same location due to individual records being listed for more than one individual at the location.

5.5 The option to be alerted by email for significant changes to selected companies or individuals from prior searches.

5.6 Foreign corporate affiliation coverage.

5.7 Corporate affiliations and the corporate family tree reports are well designed and show the corporate hierarchy in an easy-to-read format.

5.8 All reports are clearly and logically organized, information is presented in an easy-to-read format, the reports are available immediately for saving, emailing and printing in a standard format such as pdf, as well as easily exported in a standard format such as cvs so that the data can be imported seamlessly into spreadsheets including Microsoft Excel.

5.9 A well-written, easy-to-read and concise report, of the company of interest, filled with pertinent information. No additional information should be included on the report such as vendor marketing or brochure material.

5.10 Links to explanations of proprietary scores, links to samples of report products by cost, and a link to a highly detailed comparison chart of report products are provided.

## 6. **REPORTING AND MEETINGS**

### 6.1 Kick Off Meeting

The contractor shall attend a Kick-Off Meeting with key EPA staff members (identified by EPA) to provide overview and discuss expectations and responsibilities. The kick-off meeting will be held at "To be determined" within twenty (20) calendar days after the delivery order award. The contractor shall provide a roster listing personnel who will attend the Kick-Off Meeting at least one week before the scheduled meeting.

### 6.2 Usage Reporting

The contractor shall provide the following reports to the Contracting Officer's Representative (COR):

#### 6.2.1 Monthly Reporting

The Contractor shall provide a monthly report detailing the number of each report pulled and the entity and authorized user within EPA that pulled the report. The Contractor shall provide the information in a spreadsheet that identifies the, agency entity and authorized user, report or reports used, and the quantity as well as the monthly cost. This report will be due within 15 business days of the following month.

#### 6.2.2 Quarterly Reporting

The Contractor shall provide a spreadsheet that identifies the report or reports used, and the quantity as well as the quarterly cost. The report shall also total users, identified by the users authorized EPA government email, organization, and office code. This report will be due within 15 business days of the following month.

#### 6.2.3 Annual Reporting

The Contractor shall provide a spreadsheet that identifies the report or reports used, and the quantity as well as the annual cost. The report shall also total users, identified by the users authorized EPA government email, organization, and office code. This report will be due within 15 business days of the following month.

### 6.3 User Registration

The contractor shall provide an electronic web access link that the EPA authorized user will use to request access. Once provided with the user registration request, the contractor shall register authorized EPA personnel with accounts so they are able to access and use the business information and generate business reports. The user registration must include, at a minimum, the following information:

- Identification of the user by their authorized EPA government email
- Name
- The user's organization
- The user's office code

6.3.1 The contractor shall ensure the EPA user is granted system access within two business days of an official request.



6.3.2 The contractor shall establish a method for ensuring only EPA authorized users has access through this contract.

6.3.3 Throughout the life of the delivery order, the Government may notify the contractor of known non-authorized users whose access should be disabled. The account disable shall be completed within two business days of notification receipt.

## **7. USER TRAINING AND HELP DESK SUPPORT**

### **7.1 User Training**

The contractor shall make training available for the purposes of ensuring that the EPA staff has adequate understanding of the data, and how to access, view, print, email, download and save data/reports. All training will be virtual/web-based and not specialized specifically for the Government. The contractor shall provide a web-based training tool on how to use the contractor's system to access various reports and what is covered in each available report. This training may include training tutorials, modules, quick guides, and helpdesk support throughout the life of the delivery order.

### **7.2 Help Desk Support**

The contractor shall make available to the authorized EPA user personnel, to include EPA contractor support personnel, help desk support to aid in account creation and account management to support the SOW requirements. Helpdesk support and assistance shall be provided 24 hours a day 365 days a year to authorized agency users through a combination of either telephonic or web-based (i.e. helpdesk / incident tickets) support.

## **8. TYPE OF CONTRACT**

This requirement will result in a single Firm-Fixed-Price (FFP) delivery order.

## **9. PERIOD OF PERFORMANCE**

The period of performance will be from date of award for 12 months, with four one-year option years to be exercised, subject to the availability of appropriated funds, at the discretion of the government.

## **10. PLACE OF PERFORMANCE**

The primary place of performance will be at the contractor's facility.

## **11. CONTRACTOR RESPONSIBILITIES**

**General:** The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Government Responsibilities.

**Security Clearance:** N/A

**Materials:** The Contractor shall furnish pens, folders, note pads and general office supplies necessary to meet the requirements under this SOO.

**Equipment:** N/A

## **12. CONTRACTOR QUALIFICATIONS**

**Experience:** The contractor shall have demonstrated experience with company risk monitoring, business information reporting, and credit reporting. The Contractor shall have the appropriate web-based systems and tools to provide the requirements of this SOO.

## **13. GOVERNMENT RESPONSIBILITIES**

The EPA shall provide the names of authorized users. This will be accomplished on an individual basis by authorized personnel submitting a registration request through the Contractor's web based link.

## **14. OTHER CONSIDERATIONS**

### **14.1 Security Requirements**

#### **Confidentiality and Disclosure:**

The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by the EPA which have been generated by the contractor in the performance of this contract are the exclusive property of the U.S. Government and shall be submitted to the Contracting Officer (CO) at the conclusion of the contract.

The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract, presented to the contractor, shall be submitted to the CO for response.

Press releases, marketing material, or any other printed or electronic documentation related to this contract, shall not be publicized without the written approval of the CO.

## **15. SECTION 508 COMPLIANCE**

### **Notice of the Federal Accessibility Law Affecting All Electronic and Information Technology Procurements (Section 508)**

On August 7, 1998, Section 508 of the Rehabilitation Act of 1973 was amended to require that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology, that they shall ensure it allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. Section 508 required the Architectural and Transportation Barriers Compliance Board (Access Board) to publish standards setting forth a definition of electronic and information technology and the technical and functional criteria for such technology to comply with Section 508. These standards have been developed are published with an effective date of December 21, 2000. Federal departments and agencies shall develop all Electronic and Information Technology requirements to comply with the standards found in 36 CFR 1194.

Section 508 – Electronic and Information Technology (EIT) Standards:

The Section 508 standards established by the Architectural and Transportation Barriers Compliance Board (Access Board) are incorporated into, and made part of all EPA orders, solicitations and purchase orders developed to procure Electronic and Information Technology (EIT).

These standards are found in their entirety at: <http://www.section508.gov> and <http://www.access-board.gov/sec508/standards.htm>. A printed copy of the standards will be supplied upon request. The Contractor shall comply with the technical standards as marked:

- ☐ § 1194.21 Software applications and operating systems
- ☒ § 1194.22 Web-based intranet and internet information and applications
- ☐ § 1194.23 Telecommunications products
- ☐ § 1194.24 Video and multimedia products
- ☐ § 1194.25 Self-contained, closed products
- ☐ § 1194.26 Desktop and portable computers
- ☐ § 1194.31 Functional Performance Criteria
- ☒ § 1194.41 Information, Documentation, and Support

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the EIT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

## **16. ACRONYM LIST**

- CFR – Code of Federal Regulations
- CO – Contracting Officer
- COR – Contracting Officer’s Representative
- DBA – Doing Business As
- EIT – Electronic & Information Technology
- EPLS – Excluded Parties List System
- FAR – Federal Acquisition Regulation
- FFP – Firm Fixed Price
- NAICS – North American Industry Classification System
- SIC – Standard Industrial Classification
- SOO – Statement of Objectives
- EPA – Environmental Protection Agency
- EPAAR – Environmental Protection Agency Acquisition Regulation